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*ADM-10.7*

**DD/S&T-3444/67**

**29 AUG 1967**

**MEMORANDUM FOR: Executive Officer, Office  
of Computer Services**

**SUBJECT : Guidelines for Contracting with  
U.S. Educational Institutions**

**REFERENCE : DD/S&T-3030/67, dated 27 July 1967  
To: Directorate Offices  
From: Executive Officer, DD/S&T**

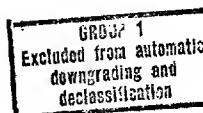
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1. I have had some recent discussions with [redacted] Chief, Industrial Security Division/Office of Security, who is the security adviser on the guidelines and I have also talked with [redacted] the Office of Personnel Contracting Officer for consultant contracts. We have come to some conclusions with regard to the last paragraph of the guidelines which refers to consultant and other personal service contracts.

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2. I do not believe that OCS has any consultant contracts, however, for your guidance in the event OCS does require consulting contract service, I would like you to know that we have a roster of all DD/S&T consultants and have identified those affiliated with educational institutions. We will refer this list to the Office of Security for review to determine whether any of the DD/S&T consultants are also being utilized by other Directorates. When we have received this information, each of the offices will be advised and the office concerned with a particular consultant will be requested to coordinate with the other Directorate to establish whether the other Directorate's interest in the consultant would be affected if the consultant were to make management officials at the institution aware of his relationship with the Agency.

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3. In those cases where there are no internal Agency problems concerning a specific consultant, we will ask the office concerned to talk to the consultant about the possibility of his obtaining the concurrence of university officials in his consulting or personal service relationship with the Agency. We are already aware that some individuals will positively object to any one knowing of the relationship with the Agency because they have international scientific reputations and frequently travel abroad. We will have to treat each case on its own merits and it is apparent that the subject matter is a sensitive one which will have to be handled with care.

4. In those cases where DD/S&T offices have consultants affiliated with universities, I am requesting that the office take no action in connection with the guidelines until we have the list reviewed by the Office of Security for other potential Directorate interest at which time we would then contact the office for the next step. Where you have a need for requesting a new contract with an individual affiliated with a university, the individual should be sounded out in the initial talks and assurance obtained that appropriate management officials of the institution are aware of the proposed relationship. If the consultant is unwilling to obtain this concurrence, then the documents going forward from the office requesting the initiation of a contract will have to justify the utilization of this individual as an exception to the guidelines if the required services cannot be obtained from some other source.

Signed:

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